



# North Carolina Department of Public Safety

## Human Resources

Beverly Eaves Perdue, Governor  
Reuben F. Young, Secretary

Bennie Aiken, Chief Deputy Secretary  
Alvin G. Ragland, Director

May 4, 2012

### ADMINISTRATIVE MEMORANDUM:

06-2012

**To:** Department of Public Safety Managers & Supervisors  
**From:** Alvin Ragland, Human Resources Director *AR*  
**Subject:** Direct Entry of Performance Ratings  
Cycle 24 (July 1, 2011 - June 30, 2012)

The current performance management cycle (Cycle 24) will end on June 30, 2012. The Beacon system is now open for the direct entry of Cycle 24 performance ratings. A decision was made to enter performance ratings for Rating Cycle 24 in the same manner as last year. The contact person & method you will use are identified below:

- 1) Law Enforcement staff: Contact Person - Ms. Terri Butler
- 2) Juvenile Justice staff: Contact Person - Ms. Kim Davis-Gore
- 3) Adult Correction staff: The work unit locations with staff that have the Performance Rating Maintainer role will enter performance ratings.
- 4) DPS Administration (see an attached list with the name of the Performance Rating Maintainer who will enter Rating Cycle 24 performance ratings)

State Personnel has set **Friday, June 15, 2012** as the deadline for entering Cycle (24) ratings.

For employees that were hired or promoted in the month of July and, therefore, are on a July to June performance cycle, please ensure Final Evaluations are conducted early so that ratings will be available to enter by the direct entry deadline of June 15<sup>th</sup>. (**Note:** This statement only applies to Adult Correction and some DPS Administrative staff).

### Instructions for Entering Performance Ratings in Beacon SAP:

(Refer to "Instructions for Performance Rating Maintainer: Maintain HR Master Data (PA30) – Entering Performance Ratings in Beacon SAP" handout).

Performance Rating Maintainers will be entering employee performance ratings via the PA30 Maintain HR Master Data transaction within Beacon SAP. We are attaching written instructions for how to enter performance ratings in Beacon SAP ("Instructions for Performance Ratings Maintainer: Maintain HR Master Data (PA30) – Entering Performance Ratings in Beacon SAP"). Please be advised that there are two sets of instructions.

- (A) Instructions for entering performance ratings for employees that were hired **BEFORE** April 23, 2012. (Refer to pages 1-3)

Employees that were in Beacon SAP at the time Cycle 23 opened for direct entry should have a performance rating entry line that contains "Rating Not Entered" and the performance cycle period of 07/01/2011 to 06/30/2012 should be displayed.

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- (B) Instructions for entering performance ratings for employees hired **AFTER** April 23, 2012. (*Refer to pages 4-6*)

For employees that were NOT in Beacon SAP at the time Cycle 24 opened for direct entry, additional steps are necessary in order to enter a performance status code. Specifically, the performance rating entry line that contains the "Rating Not Entered" value and performance cycle period will be blank for these new hires.

These instructions also include information for viewing performance ratings in Beacon SAP (*refer to pages 7-8*) as well as how to make direct entry corrections (*refer to pages 9-10*).

Beacon has designed a one-page Quick Reference Guide ("PerformanceRatings\_PA340\_QRG") for entering performance ratings. This guide is available on the Beacon University website, under "Courseware & Job Aids" in the Personnel Administration folder. <http://www.osc.nc.gov/beacon/training/courseware.html>

Please note that Performance Rating Maintainers will not be able to enter their own performance rating. (If they hit "create", they will get an error message stating "no authorization to maintain Qualifications exists"). They can view their own ratings but they will be unable to enter their Cycle 24 performance rating. Most Adult Correction locations should have more than one staff member that can enter performance ratings and, therefore, can enter the performance rating of the Performance Rating Maintainer. If not, the Performance Rating Maintainer should contact their regional or division office for assistance.

**Guidelines for Determining Appropriate Rating/Status Code:**

Work unit locations should be entering final performance evaluation ratings for Cycle (24) July 1, 2011 through June 30, 2012). The Office of State Personnel offers the following direct entry codes in Beacon SAP:

Codes	Rating Values
0005	Outstanding
0004	Very Good
0003	Good
0002	Below Good
0001	Unsatisfactory
0006	Insufficient Time to Evaluate
0007	LWOP Status
0008	Evaluation Not Done
0009	Final Disciplinary Procedure (Two Active Written Warnings as of 06/30/12 OR Demotion in Cycle 24)
0010	Rating Not Entered

**BI Performance Rating Reports:**

(*Refer to "Instructions for Performance Rating Maintainer: BI Performance Review Reports" handout*)

The capability of viewing on-line lists of employees with selected performance ratings as well as ratings not yet entered are available through BI Reports in BEACON. We are attaching written instructions that explain how to access and run the BI Performance Review Reports ("*Instructions for Performance Rating Maintainer: BI Performance Review Reports*").

Please ensure the Performance Rating Maintainers at your location are provided a copy of this memorandum including:

- Instructions for Performance Rating Maintainer: Maintain HR Master Data (PA30) - Entering Performance Ratings in Beacon SAP
- Instructions for Performance Rating Maintainer: BI Performance Review Reports

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Should you have questions about the direct entry guidelines or anything else related to performance ratings, please contact:

<b>Crime Control &amp; Public Safety:</b>	<b>Terri Butler</b>
<b>Juvenile Justice:</b>	<b>Kim Davis-Gore</b>
<b>Adult Correction:</b>	<b>Kathy Reitzel and Barbara Revels</b>

**Contact number: (919-716-3700)**

Please ensure that the appropriate staff receives this communication. Your continued support and cooperation is greatly appreciated.

cc:	Secretary Reuben Young	
	Mr. Mikael Gross	Ms. Kathy Reitzel
	Mr. Bennie Aiken	Ms. Kim Davis-Gore
	Ms. Rhonda Raney	Ms. Terri Butler
	Ms. Casandra White	Ms. Barbara Revels
	Ms. Jennie Lancaster	
	Mr. Gerald (Rudy) Rudisill	
	Ms. Linda Hayes	

**Attachments:** DPS Administration Performance Rating Maintainer Listing  
Instructions for Performance Rating Maintainer: Maintain HR Master Data (PA30) - Entering  
Performance Ratings in Beacon SAP  
Instructions for Performance Rating Maintainer: BI Performance Review Reports